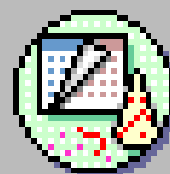South Carolina
Department of Education

Together, we can

Notes for the South Carolina SASI New Year Rollover Process

Parts 1, 2, and Rolls In Between

New Year

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Notes for the South Carolina SASI New Year Rollover Process:
Parts 1, 2, and Rolls In Between

Introduction

The District Technology Services team recommends that you review completely the latest edition of the *SASI™ District Integration Administrator's Guide*, in the chapter entitled "New Year Rollover" prior to beginning your SASI New Year Rollover of data each year to note any changes in the current version installed in your district. You can download the latest versions of SASI manuals at http://customerlink.pearson.com/ after completing and submitting the Registration Form at this same site. You will want to check your software version against the document version to ensure you have the latest information available.

If you are not using District Integration in your district, you will need to use the latest edition of the *SASI™ New Year Rollover Local Processing User's Guide*, also provided at the above mentioned customerlink site through Pearson School Services.

This technical document is provided as a quick reference for specific information pertaining to South Carolina data, and as such, does not contain all instructions available in the manuals provided through Pearson School Services. You can download the latest revision of the Notes for the *South Carolina SASI New Year Rollover Process, Parts 1, 2, and Rolls In Between* at this website: http://ed.sc.gov/agency/offices/tech/dts/SC_NYR_000.doc.

Overview

In SASI you will use the New Year Rollover atom to create database files for the new school year. You will also use this process to move student records to the correct school data files for next year's scheduling. Since most of you in South Carolina districts run SASI in a district integrated environment (centralized processing), you will use the New Year Rollover atom to create the new data files on the district's server. If your site does not use SASI in a DI environment, you should follow instructions provided in the *SASI™ New Year Rollover Local Processing User's Guide* previously referenced.

As a general rule you will run an initial New Year Rollover each year between the months of December and February for the following purposes:
- To create database files for the new school year
- To move students records to the correct school data files for next year's scheduling process
- To begin enrolling new students for the next school year; i.e., beginning kindergarten students, transfer students from another school, or transfer students from another district.

If you want to update demographic data for your students after the initial process for each year and before the final rollover for the year-end upload of your student data, you may run subsequent New Year Rollover processes. You will perform the final new year rollover process after the final day of the school year generally during May or June for these purposes:
- To update student demographics and course history for the upcoming year
- To graduate seniors.

Important Notes Worth Repeating …

- Before working in your district or school files, ensure that you have a current backup of your Datafile directory in SASI.
- Initial steps are performed at each school. Remaining steps are performed at the district.
- Review the *SASI™ District Integration Administrator's Guide*; then read this entire document before starting the process.
- Perform the steps in consecutive order to achieve a successful rollover.

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- The preparation steps (pages 6-25) and the processing steps (pages 27-38) are separate steps that can be completed on different days.

- Note that you perform several of these steps the first time your district runs New Year Rollover each year. You will not repeat them in subsequent iterations for that year.

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Notes for the South Carolina SASI New Year Rollover Process:
Part 1
School Site (Prior to NYR, Current Year): Preparation Steps

1. You may need to remove old data from past years in the NxtSch and NxtGrd fields in the Student atom for active and inactive students.

> a. You need to clear each NextSchool field as follows:
>> Query: CHANGE ASTU NextSchool = ' '
>> Include Inactive records.

> b. You need to clear each NextGrade field as follows:
>> Query: CHANGE ASTU NextGrade = ' '
>> Include Inactive records.

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Students will be promoted to the next grade within the same school based on the "Promote Grade Level to" fields in the School atom at the district. Complete the following edits for any students:

- who will be promoted to a <u>different</u> school for the next school year
- are being <u>retained</u>
- will be <u>skipping</u> a grade.

You can perform these tasks by editing each student's individual records or by running the mass change queries shown below. **Students in the highest grade level at a school will not roll over if NxtSch and NxtGrd are not populated.** However, both fields should be blank for 12th graders who will graduate.

c.   You will want to verify there are no data in the Grad Date field, Student atom, page 2, by displaying (and then mass changing as necessary) the following query:

Query CHANGE ASTU GradDate = " "

You do not want any dates in the GradDate field since you will process the specific option set, graduate students, in order to populate the Grad Date field (DI Admin Guide). If an end-user inadvertently keys data into this field during the current year, and you run the graduate student option set, you may discover, for example, that your ninth grade students are graduated, leaving you with the task of pulling them back into their current school from the archive school.

2. Edit the NxtSch field in the Student atom, or run the query on the next page to mass change the NextSchool field.

3. Edit the NxtGrd field in the Student atom, or run the query on the next page to mass change the NextGrade field.

Note: It is not necessary to set the NxtSch and NxtGrd fields for students who will be promoted within the same school. If NxtSch is blank, the student will stay in the current school. If NxtGrd is blank, the student will be promoted according to the pattern in the School atom at the district. **These fields are ignored during subsequent rollovers if the student already exists in the upcoming year!**

And note again: If you mark individual students to be retained or transferred to a specific school or grade next year and then run a Mass Change query on the NxtSch and NxtGrd fields for all students, the individual changes will be overwritten.

Query: CHANGE ASTU NextSchool = xxx IF Grade = zz AND NextSchool = ' '
(where xxx = next year's 3-digit school number and zz = current grade).

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Query: CHANGE ASTU NextGrade = yy IF Grade = zz AND NextGrade = ' '
(where yy = next year's 2-digit grade and zz = current grade).

Note: The AND condition in these queries will skip students whose NxtSch and NxtGrd fields have already been set.

District Site (Prior to NYR, Current Year): Adding A New School

If your district will add a school(s) next year, you need to complete the following steps to create and set up your files for the new school year. You must apply for the school number (BEDS code) by requesting information from the Office of School Quality at the Department of Education (SDE). YOU MUST OBTAIN THIS NUMBER BEFORE YOU BEGIN CREATING FILES IN THE NEW SCHOOL, or else you will have to recreate or rename files.

If you will have no new schools for next year, skip this information and move forward with District Site Preparation Steps, Step 1.

- Open the School atom; from the menu bar choose Data, then Add School. Complete the school information on all tabs, and Save the data.

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- Then change the school number by using the menu bar in the School atom — School --> Change Sch # and Name.

- Login to this new school you just added:

- From the File Management module, open the Create New Files atom. Select "Show all file names" and "Use Database Definitions" by clicking on the respective boxes.

- Create new ASCF (sequence) and ATBL (table) files by clicking in the Code column for ASCF and then clicking on the Create button. You can select them both in one step by clicking on the ASCF cell, holding down the Shift key and then clicking on the ATBL cell. Then click the Create button. You will now see a "Yes" in the Created column as shown in this screen shot:

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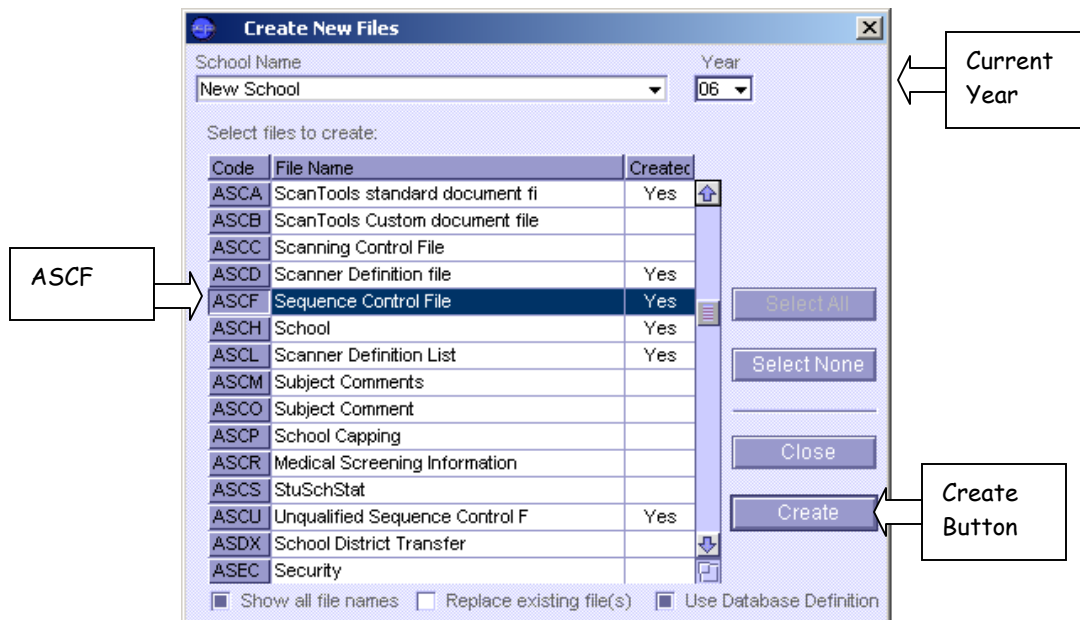
District Site (Prior to NYR, Current Year): Preparation Steps

1. Login to the District Archive School, current year, for steps 1-22, pages 11-25.
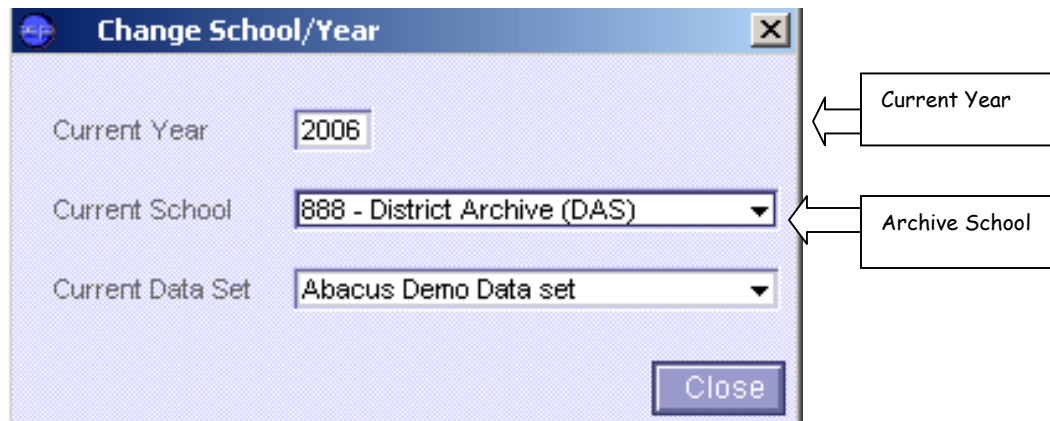
2. Open the Create New Files atom and verify that the following files are created for the current year, Archive school: ANYC, ANYL, ANYR, ASCF, and ATBL. Select "Show all filenames" and "Use Database Definition" by clicking on the boxes indicated. You should see "Yes" in the Created column for each of these file codes.

   If not, select the file by clicking in the Code column; then click on the Create button.

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ANYC —See Note below

Mark these boxes to see all files listed alphabetically.

Note: You do not want to re-create ANYC – New Year Rollover Options file – if you have built the option sets in a previous NYR; therefore, if "Yes" exists in the Created column for this file, DO NOT select (highlight) this file.

Note: If your district uses the District Archive school to hold Inactive and graduated students, also verify that files in the District Control atom's Sub Files list have been created in the Archive school along with ALKA.

Note: New Year Rollover uses the School atom information in the district SASI installation, not the school SASI installation. The school information in the district School atom should mirror the information in the School atom at the school sites.

3. From the System Setup module, open the School atom –> Basic tab and verify the District field is set to Local Processing for all schools:

At **District** site, files are set to Local Processing.

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4. Select the General tab and verify the accuracy of the "Grade Levels Taught" and "Promote Grade Level to" fields for ALL schools in the district installation. Leave the "Promote Grade Level to" field blank when the next grade continues at another school. The Archive school should have all possible grade levels.

5. Verify that the School atom –> Enrollment tab - Graduation Code field is populated with W21, *(W21 = Graduated)* -- <u>for all high schools only</u>.

Note: You do not need to populate the Graduation Code field for schools that do not house twelfth graders; however, populating this field in screens for other schools (elementary or middle) would NOT affect your student data.

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6. In the Next ID atom, verify that the ANYC and ANYR have at least a 1 in the Next Number column.

Note: A zero (0) in the Next Number column indicates that you will manually enter the ID number for that field when adding data. Other numbers indicate the field will be automatically populated with the next number available.

Note: You may want to set the Next Number cell to 0 for the ASCH file code as shown in the screen shot above. This will allow you to directly key the school number if/when you need to add a new school for your district. The District Technology Services team recommends that you do NOT set any other Next Number to a zero (0), or change an existing number unless told to do so by Pearson School Services (PSS) support.

7. Print (a hard copy of) the list of school and year qualified files from the district Datafile directory (mirror files). To print this list to a text file you can use this method:
   a. Open a DOS session or window.
   b. At the DOS screen, change to the SASI Datafile folder/directory.
   c. At the directory prompt, type DIR ????6???.dbf /w > filename.txt for a wide view of the list of files (where the number 6 represents the 2006-2007 school year, a 7 would indicate 2007-2008, etc.). You can name the file as desired; for example, list2006.txt for the 2006-2007 year. You can sort this list by adding the sort command; for example, DIR ????4???.dbf /w /on > filename.txt. The text file will be saved in the Datafile directory.
   d. Press Enter, and wait for the prompt.
   e. Exit from DOS (by typing the "exit" command at the prompt).
   f. Use a text editor (Notepad, WordPad) to open and print the text file you just created.

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8. Take the TaskServer(s) out of Transfer Student mode and Exit (Quit) the program.

9. Recreate the ADF(1-4) files (Data Dictionary files for your District Archive School) to make sure they are up to date. Go to the File Management module and open the File Definition Pro atom. From the File Maintenance menu, select Create ADF files.
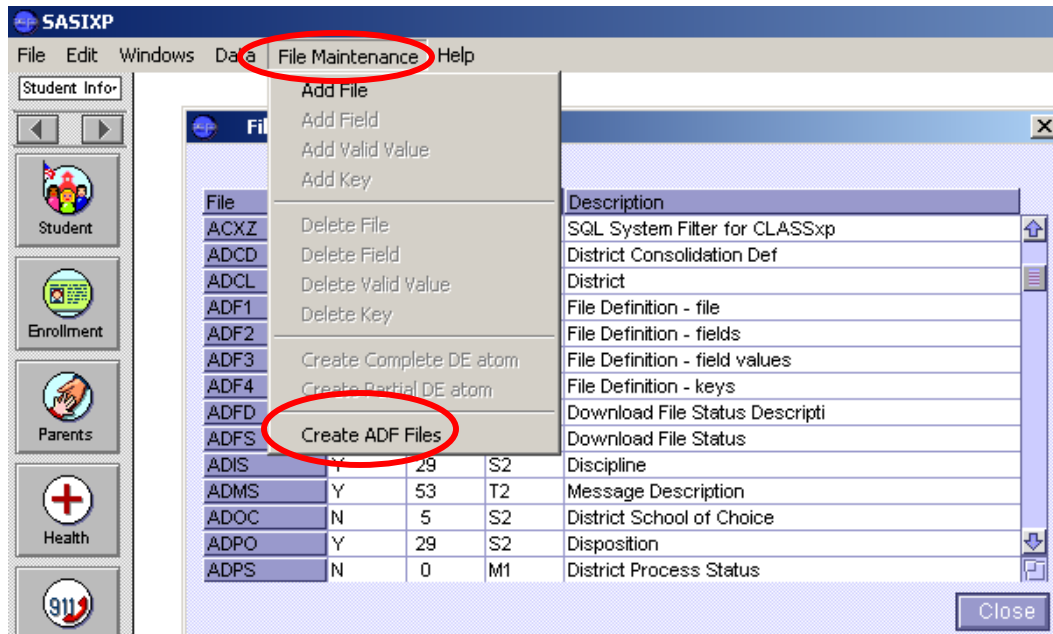
10. Restart the TaskServer(s).

11. Use the following query to display the contents of the License (ALIC) file:
    Query:
    DISPLAY ALIC FileCode Descript StudentSp CreateNew IF FileCode <> ' ' SORT FileCode

When you click on the DO button, you will see a screen similar to the one below.

ALIC Query: Create New vs. Blank

- "X" in the Student Specific cell indicates the file contains some type of student data (i.e. grades, discipline, attendance). The "X" in the CreateNew cell, indicates the file will be created for next year, but current year data will not roll over. A blank in the CreateNew cell indicates the data will be rolled to the next year's file with current year's data intact. The suggested files to roll are indicated in the tables beginning on page 39 of this document.

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- Districts will need to determine how to roll the student data atoms for each of their schools. If there are significant data changes from year to year in a file, you might want to set that file to "CreateNew" each year. If the data changes are minimal, you might want to roll the existing data atoms and edit the changes for those students affected. Verify that SC files listed in the table on page 41 are marked appropriately.

- Note on updating fields for each new year: The Student Service Program atom (APGM) for SC schools lists several programs for which student data are collected based on current year information; for example, ESL, ESOL, ELLI. You must decide how you want your SASI personnel at each school or standard for the district to update data fields in the new year. If you roll this atom populated with the previous year's data, you will need to decide how you will update those records. There are one of two ways to ensure those records have been "touched" and are current for the student:

  a. Complete the Year End Process and Beginning of Year Process using the Service Program command within that atom. For further information, select the Help command when your Service Program atom is active on your SASI desktop.
  b. Edit the record for the Current Year.

- The ALIC file is non-qualified; therefore, any edits to this file will affect all schools.

- **The ALIC file may be updated/replaced by a SASI upgrade or patch, so you need to verify the settings in this file from last year's NYR process.**

12. South Carolina Atoms: If any of the USC? file codes (listed on page 41) do not appear in the ALIC file list, you will need to add them to the ALIC file by processing the following Queries in the order listed below.

Note: These steps rename a Texas file code to an SC file code, changing the file description, identifying it as containing student data, and indicating that the data should roll over to next year. The DTS team chose the Texas file codes (denoted STX? in the ALIC list) simply because they were available. If one of the Texas file codes is missing from your ALIC file list, just use the next file code from Texas or another state that is available. If these changes were made last year, they should carry over to this year unless overwritten by a SASI patch.
  a. Queries to add USCA:
    i. Query: CHANGE ALIC FileCode = 'USCA' IF FileCode = 'STXZ'

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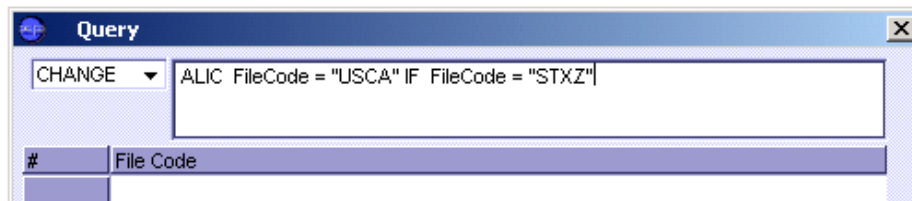
  ii. Query: CHANGE ALIC Descript = 'SC Additional Stu Info' IF FileCode = 'USCA'
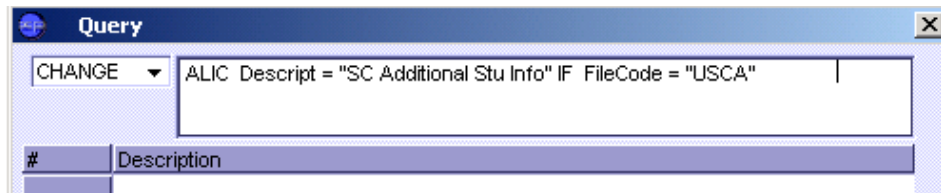
  iii. Query: CHANGE ALIC StudentSp = 'X' IF FileCode = 'USCA'
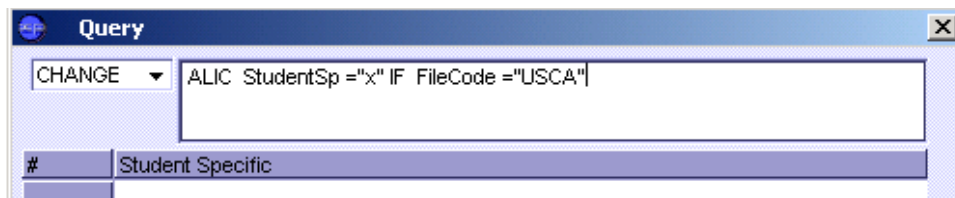
  iv. Query: CHANGE ALIC CreateNew = ' ' IF FileCode = 'USCA'
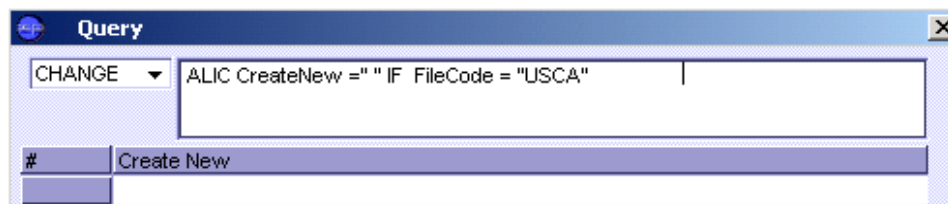
 b. Queries to add USCF:
  i. Query: CHANGE ALIC FileCode = 'USCF' IF FileCode = 'STXX'
  ii. Query: CHANGE ALIC Descript = 'SC Student Supplemental' IF FileCode = 'USCF'
  iii. Query: CHANGE ALIC StudentSp = 'X' IF FileCode = 'USCF'
  iv. Query: CHANGE ALIC CreateNew = ' ' IF FileCode = 'USCF'
 c. Queries to add USCO:
  i. Query: CHANGE ALIC FileCode = 'USCO' IF FileCode = 'STXV'
  ii. Query: CHANGE ALIC Descript = 'SC Career & Technology Educ' If FileCode = 'USCO'
  iii. Query: CHANGE ALIC StudentSp = 'X' IF FileCode = 'USCO'
  iv. Query: CHANGE ALIC CreateNew = ' ' IF FileCode = 'USCO'
 d. Queries to add USCT:
  i. Query: CHANGE ALIC FileCode = 'USCT' If FileCode = 'STXU'
  ii. Query: CHANGE ALIC Descript= 'SC Transportation' If FileCode = 'USCT'
  iii. Query: CHANGE ALIC StudentSp = 'X' IF FileCode = 'USCT'
  iv. Query: CHANGE ALIC CreateNew = ' ' IF FileCode = 'USCT'
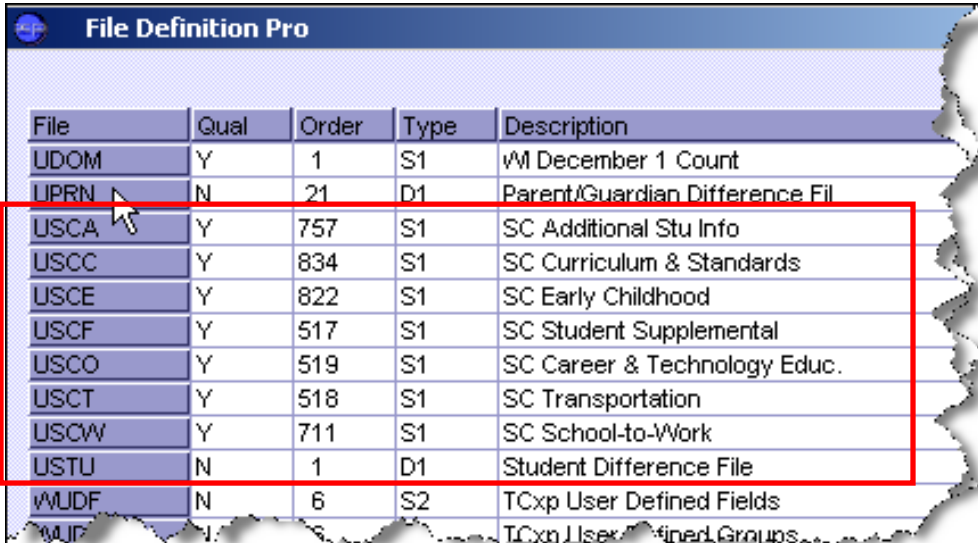
 e. Queries to add USCE:
  i. Query: CHANGE ALIC FileCode = 'USCE' If FileCode = 'STXS'
  ii. Query: CHANGE ALIC Descript= 'SC Early Childhood' If FileCode = 'USCE'
  iii. Query: CHANGE ALIC StudentSp = 'X' IF FileCode = 'USCE'
  iv. Query: CHANGE ALIC CreateNew = ' ' IF FileCode = 'USCE'

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      f.   Queries to add USCW:
          i.   Query: CHANGE ALIC FileCode = 'USCW' If FileCode = 'STXR'
         ii.   Query: CHANGE ALIC Descript= 'SC School-to-Work' If FileCode = 'USCW'
       iii.   Query: CHANGE ALIC StudentSp = 'X' IF FileCode = 'USCW'
       iv.   Query: CHANGE ALIC CreateNew = ' ' IF FileCode = 'USCW'

      g.   Queries to add USCC:
          i.   Query: CHANGE ALIC FileCode = 'USCC' If FileCode = 'STXQ'
         ii.   Query: CHANGE ALIC Descript= 'SC Curriculum & Standards' If FileCode = 'USCC'
       iii.   Query: CHANGE ALIC StudentSp = 'X' IF FileCode = 'USCC'
       iv.   Query: CHANGE ALIC CreateNew = ' ' IF FileCode = 'USCC'

Note: If any of the SSC? file codes are missing, follow the same steps to add them to the ALIC file list. In Step i, use the next file in the STX? sequence for the "IF Filecode = STX?" statement. In Steps ii, iii, and iv, use the information for each SSC? file as it is listed on page 39. In Step iii, ensure you have set the Student files to StudentSp = "X".

<table>
<tr><td rowspan="11">USC? files as they appear in File Definition Pro, 06-07 school year</td><td colspan="5">File Definition Pro</td></tr>
<tr><td>File</td><td>Qual</td><td>Order</td><td>Type</td><td>Description</td></tr>
<tr><td>UDOM</td><td>Y</td><td>1</td><td>S1</td><td>WI December 1 Count</td></tr>
<tr><td>UPRN</td><td>N</td><td>21</td><td>D1</td><td>Parent/Guardian Difference Fil</td></tr>
<tr><td>USCA</td><td>Y</td><td>757</td><td>S1</td><td>SC Additional Stu Info</td></tr>
<tr><td>USCC</td><td>Y</td><td>834</td><td>S1</td><td>SC Curriculum & Standards</td></tr>
<tr><td>USCE</td><td>Y</td><td>822</td><td>S1</td><td>SC Early Childhood</td></tr>
<tr><td>USCF</td><td>Y</td><td>517</td><td>S1</td><td>SC Student Supplemental</td></tr>
<tr><td>USCO</td><td>Y</td><td>519</td><td>S1</td><td>SC Career & Technology Educ.</td></tr>
<tr><td>USCT</td><td>Y</td><td>518</td><td>S1</td><td>SC Transportation</td></tr>
<tr><td>USCW</td><td>Y</td><td>711</td><td>S1</td><td>SC School-to-Work</td></tr>
</table>

File	Qual	Order	Type	Description
USTU	N	1	D1	Student Difference File
WUDF	N	6	S2	TCxp User Defined Fields
WUD?				TCxp User Defined Groups

13. To verify the above changes for the SC atoms, you will want to DISPLAY the query from Step 11 once more. If you are satisfied the "X's" and "blanks" are appropriate for your district's data files, you are now ready to PRINT your ALIC list.
Query: PRINT ALIC FileCode Descript StudentSp CreateNew IF FileCode <> ' ' SORT FileCode

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14. Compare your printed list from your district Datafile directory (Step 7) with that from your ALIC query. Highlight files in your ALIC list that are included in your list from your district Datafile directory. This printing out and comparing of lists is a useful method to determine the files you will need to roll over for the next year. Done correctly this will help you will breeze through creating/verifying your option sets.

15. Change (if necessary) the CreateNew column from the ALIC list to one of the following:
      a. "X" if data should not be rolled to the next year
      Query: CHANGE ALIC CreateNew = 'X' IF FileCode = xxxx
      b. " " if data will be rolled to next year.
      Query: CHANGE ALIC CreateNew = ' ' IF FileCode = xxxx
   You may change this list for different option sets depending on the particular school(s) you have selected for the different option sets.

Note: Some file codes have no records in the ALIC file. These files copy to the next year if selected, as if they had ALIC records with the "Create New" flags set to " ".

Note: If you need to roll an atom with all blank fields with the exception of one or two fields, you could copy the data from those fields (MASS CHANGE) to unused fields in another atom temporarily. Then after you complete the rollover process for that atom, you would copy the saved data items back to their original fields in the original atom. Since you cannot select fields within an atom to roll blank or populated, this a "workaround" for situations where it would be more time consuming the have an end-user re-key data than to have the administrator save the data.

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Before you begin setting up your option sets, consider this question often asked by those of you who are responsible for NYR for your district, "Why can't I select all files for all option sets?"

You could; however, you may have major numbers of files in your Datafile directories per site that would never be used. This would slow down considerably any queries you may perform since the Query atom, when launched, looks at every file in the folder.

Do not roll a file this year just because you rolled it last year. If you do not use a file within your district, don't include it in an option set.

Typically, if a file does not exist for a school in the current year, that file will not be created for next year, even though the file code is included in an option set. But this is not a hard rule.

If ABACUSxp is not used in your district, you might want to consider excluding those files from your option sets.

Note: Option sets can be <u>created</u> in any order. We suggest the following order for consistency. We also use specific option set names for consistency. And we have a separate option set for the Archive school, even though you could include it with your other schools. <u>If you created option sets in a prior year, you may not need to create any sets this year, but you should verify that the option sets contain the desired schools and files, and that they are set to the current school year.</u>

Experienced users have found it helpful to set up specific option sets for Part 1, In Between, and Part 2 to avoid making untimely mistakes; for example, they create one student option set with all files necessary to roll initially (during the December – February timeframe). They create another student option set that includes only demographic files for updating student records between the initial and final rollovers -- but ensure no scheduling files are included to avoid any chance they could be overwritten. Then for Part 2, they create the course history only option set.

16. From the File Management module, select the New Year Rollover atom. From the menu bar, select Data, then Add Option Sets. Create an <u>Archive Non-Student</u> option set (Archive Non Stu) for the current year.

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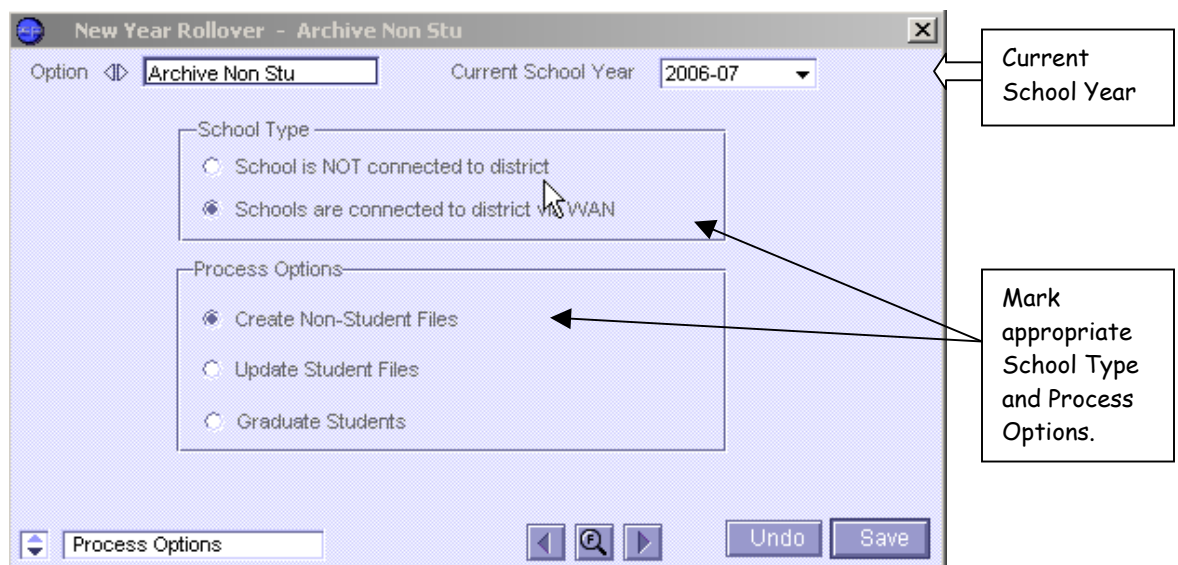
17. Go to the Create Non-Student Files page by clicking on the down arrow in the bottom, left-hand corner. Select the Archive School and files to roll over for this school.

Note: The ASCF and ATBL files will be automatically rolled during a Non-Student rollover.

18. Create Non-Student option set (Non Stu) for the current year. Again change to the Create Non-Student Files page by clicking on the Process Options down arrow.

Select the schools in your district with like* files to rollover; then select the files to roll. You must include the ALKR file in this option set in order to transfer locker information to the new year (whether or not you use the Locker Atom for your school site). Also select the other Non-Student specific files you highlighted in Step 14, page 19. The ASCF and ATBL files will be automatically rolled.

Important Note: The DTS team recommends selecting a maximum of 10 schools per option set. If you have 20 schools in your district, you will need to create at least two Non-Student option sets; 30 schools, 3 Non-Student option sets, etc.

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Current School Year

District Schools— NOT Archive School if you have a separate Archive Non Stu option set

Non Student Specific files highlighted in Step 15.

Note: *Like files are those files for schools in the district that want to roll the same data files to the next year OR to create the same blank files. For example, some of your schools want to roll their discipline files with this year's data; others want to create their discipline files with no data. Create separate option sets if schools want to rollover the same files differently.

19. Create a Graduate Students option set (Graduate Stu) for your district high schools for the current school year. Ensure that there are no data in the Grad Date field in your student records. Select the Graduate Students page by clicking on the Process Options down arrow.

Note: Creating this option set is optional for NYR, Part 1. If you do not process this option set during the initial NYR for each year, you must run this process for Part 2 at the end of the school year.

Current School Year

Mark appropriate School Type and Process Options.

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NOTE: Add High Schools ONLY! And don't forget to key in the Graduation Date for the <u>current</u> year.

You can enter all of your district's high schools in this list (up to the maximum of 10 per option set), and enter the Graduation Date for each high school you select. REMEMBER that you can enter different dates for each school in this list.

All active seniors who are not retained (NxtGrd field is blank) will have the Grad Date field, Student atom, page 2 in the mirror files populated with this date.

20. Create the archive Student option set (Archive Student).

Current School Year

Mark appropriate School Type and Process Options.

Note: You will want to include the files that are on the Sub Files tab of the District Control atom. You <u>must include the ALKA</u> (whether or not you assign lockers to your students) <u>and APRN files</u> in each Student option set. The AENR and ASTU files are automatically rolled over, along with the ASAH file if it exists in the current year.

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An "X" indicates the data should rollover for promotion to a new grade, transfer to a new school, or when sent to the Archive school.

Note: The Effective Date will be the Enrollment Date for students in the upcoming year. Enter the earliest school start date in your district for your next school year in this column. You must key an "E" for the Enter Code and Transfer Code cells. Otherwise, you will not be able to process files using this option set. The Transfer Code indicates the Enter Code a student will receive if rolling over to a different school. Even though not used in SC, the Transfer Code field must be populated.

21. Create the Student option set for the current year. Change to the Update Student Files page by clicking on the Process Options down arrow.

Note: The AENR and ASTU files are automatically rolled over, along with the ASAH file if it exists in the current year. You must include the ALKA (whether or not you assign lockers to your students) and APRN files in each Student option set.

Also Note: You may have different Effective Dates for different schools within your district; the Enter and Transfer Codes should be "E" in each cell. Again the District Technology Services team recommends the

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maximum number of schools is 10 per option set. If you have 20 schools in your district, you will need to create at least two Student option sets; 30 schools, 3 Student option sets, etc.

Note "E"— Enter/Transfer Codes for SC schools.

District Schools — NOT Archive School

Student Specific files highlighted in Step 15.

This completes the creation of option sets based on your ALIC file settings!

You are now finished with the preparation steps.

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NOTES

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District Site (New Year Rollover, Part 1): Processing Steps

Remember: These notes are to be used <u>with</u> your DI Admin manual, <u>not in place of</u> the manual.

1. Next IDs need to be updated at each school site OR in the district instance of SASI.
   a. If done at each school site, this step must be completed <u>prior to running step 5 below</u>. Open the Next ID atom and select Update All Next IDs from the Next ID menu. Remember, log out all other uses since you must have exclusive use of the files.
   b. If done at the district, this step must be completed <u>after running step 6 below</u>. Login to the district instance of SASI and update all Next IDs for each school and the Archive school.
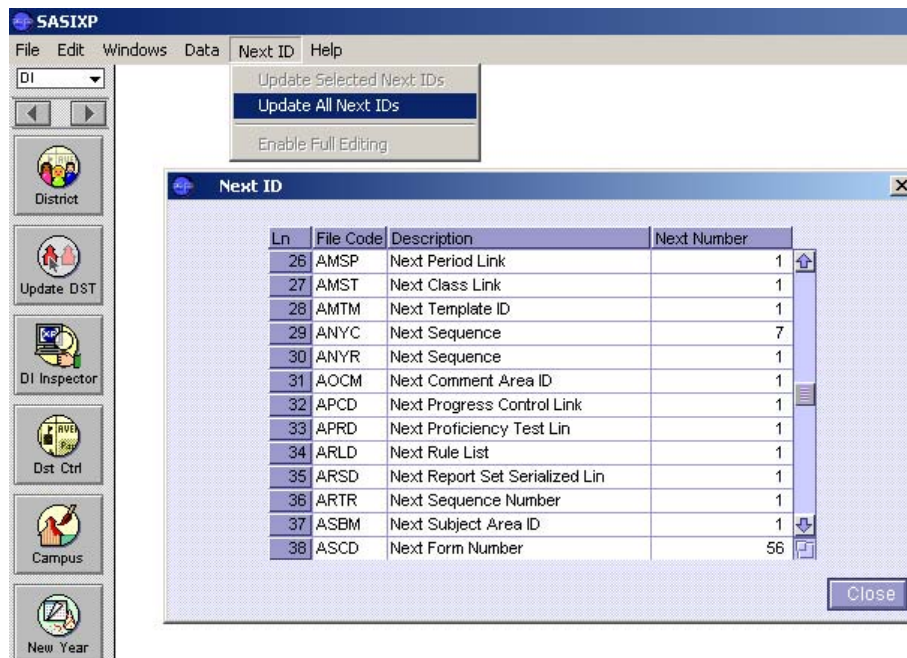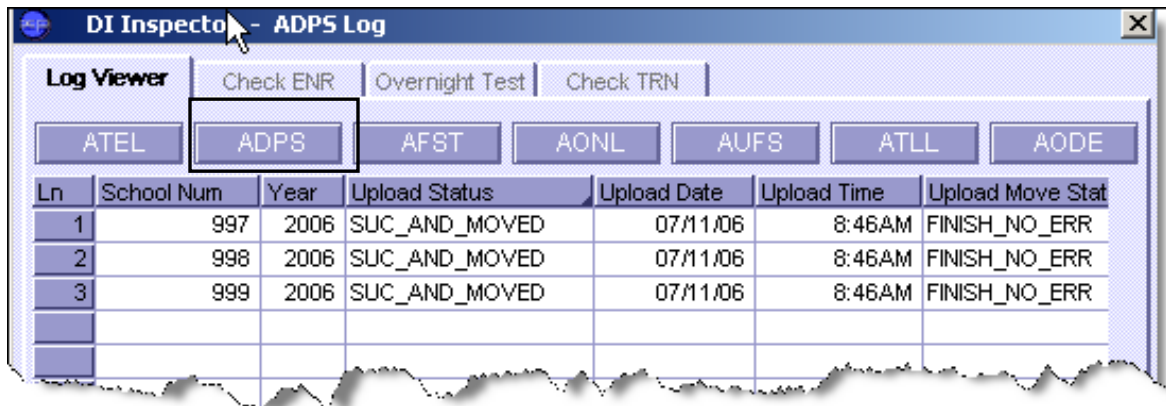
2. Take the TaskServer(s) out of Transfer Student mode and Exit (Quit) the program.

3. Make sure all other users are logged out of the <u>district</u> instance of SASI. You must have exclusive use of the mirror files.

4. Before running NYR for the <u>first</u> time each year, check your district Datafile folder (mirror files) for next year files: <u>????x???.*</u> (where x indicates the year—the number 7 for 2007; the number 8 for 2008; etc.). Delete all next year files that may have been unintentionally created by a curious end user.

<u>Note: Read Step 1 again.</u>

5. On the Upload/Download tab of the District Control atom, set the Upload Override Options to Upload All Files. Set the Upload Year to the current year. In the Upload File List, exclude the PICT file. Restart the TaskServer(s) (which forces the TaskServer(s) to read the changes to the District Control atom) and run Upload Remote Sites -> Now.

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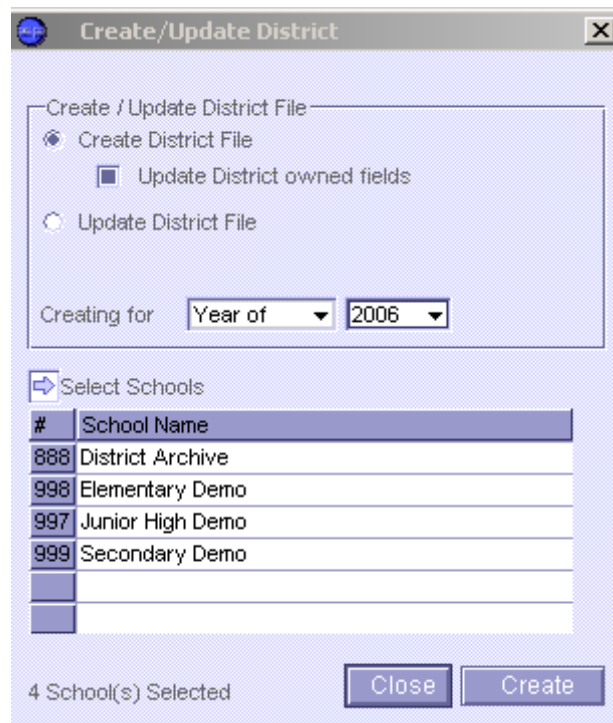
6. Verify a successful upload from all sites and ensure that all upload folders are empty. Use the DI Inspector or Query to verify the success of the last upload for all schools. The files to review are ADPS, AUFS, and AONL. <u>If there are errors you should upload again</u>.

Note: Read Step 1 again.

7. After a successful upload, Exit (Quit) the Taskserver(s). Open the Create/Update District atom and select Create District File and Update District owned fields. Select all schools, including the Archive school. Do not include any consolidated (D01, D02, etc.) or demo schools. Create for just the current year. Then check the DSTERR file for any errors.

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8. Verify that the Archive school is identified in the District Control atom.

9. Ensure you are logged into the Archive School, current year.

10. Run your option set(s) IN THE ORDER presented, starting with Step 11:
    a. Non-Student option sets – run each until there are no errors in your error log(s).
    b. Student option sets -- once you begin running Student options sets, DO NOT run any Non-Student option sets.

Note: If you do not process your option sets IN THIS ORDER, you will have to repeat Step 4, Processing Steps -- delete any next year files that are year qualified and begin the NYR processing steps again.

11. Run the Archive Non-Student option set FIRST.

12. Read and/or print the NEWYEAR.log located in your Datafile folder. Check this file after running or repeating any option set. Note any changes that you need to make.

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13. The log file is recreated each time you run an option set. If you want to keep the log files for reference, rename the log to match the option set; for example, ny_arc_nonstu1, ny_nonstu1, or ny_stu1.
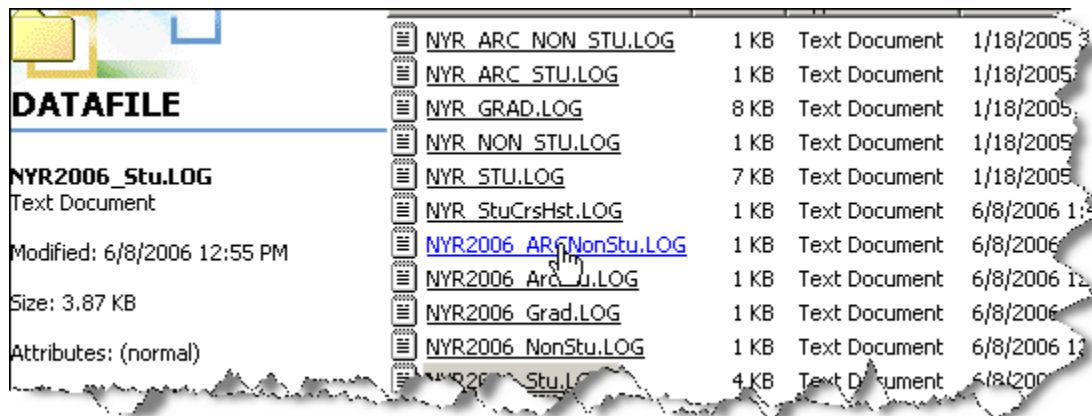
14. Fix the errors listed on the log. Then repeat processing Steps 11-13 until your log shows no errors.

Note: You can create a shortcut on your SASI desktop for the NEWYEAR.log file. Go to File -> Install atom then navigate to the NEWYEAR.log file in the Datafile directory.

15. Run the first of your Non-Student option sets.
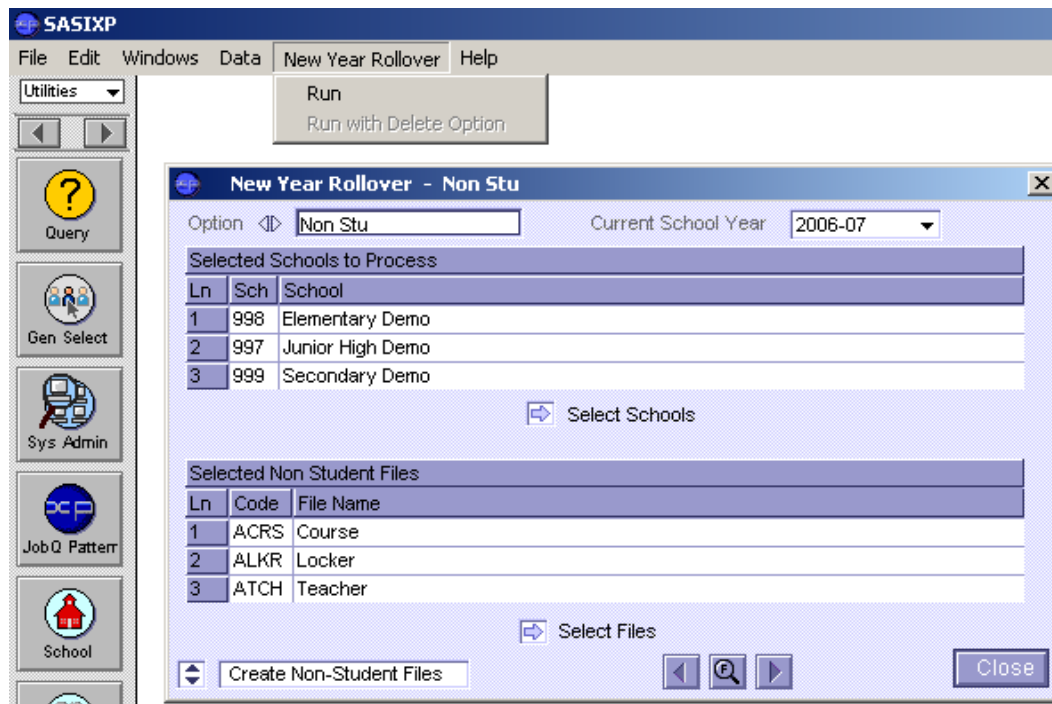
16. Check the NEWYEAR.log file, renaming it to match the option set. If necessary, correct any errors and run the option set again.

17. Make any changes to ALIC (see Step 16, Preparation Steps, page 20), then run additional Non-Student option sets making the ALIC changes until the Non-Student option sets are completed. WHY? If you grouped "like" schools, you will need to determine which files to roll with last year's data ("blank" in CreateNew cell) or which files to create new ("X" in CreateNew cell) for each group of schools.

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18. Run the Graduate Student option set for the high school(s) if you do not want your seniors to appear as errors on your NEWYEAR log when you process the Student option sets. (Optional in NYR, Part 1, but strongly recommended in order to avoid error messages. If run now, any senior who is retained at the end of the year will have to be pulled back into the new year.)

19. Run the <u>archive Student option set</u>. <u>BEWARE</u>: When you select "New Year Rollover" from the menu bar for this option set, you will have two choices to run the process. DO NOT select "Run with Delete Option" unless you have been directed to do so by a member of the Pearson School Services support staff (PSS developers added this option during testing but never removed it).
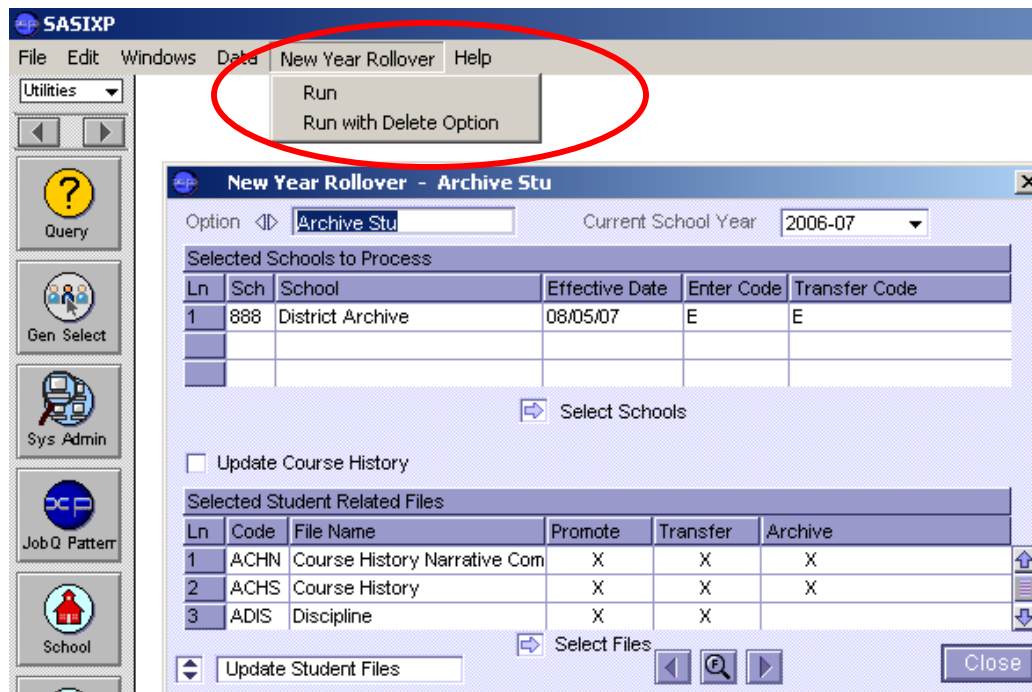
20. Check the NEWYEAR.log file. Note any changes that you need to make.

21. Fix any errors listed on the log. Then repeat steps 19-20 until your log shows no errors.

22. Make any changes to ALIC; see Step 17, page 30, NYR Processing Steps, above.

23. Process your <u>first Student option set</u>. <u>BEWARE AGAIN</u>: When you select "New Year Rollover" from the menu bar for this option set, you will have two choices to run the process.

    DO NOT select "Run with Delete Option" unless you have been directed to do so by a member of the PSS Support Staff.

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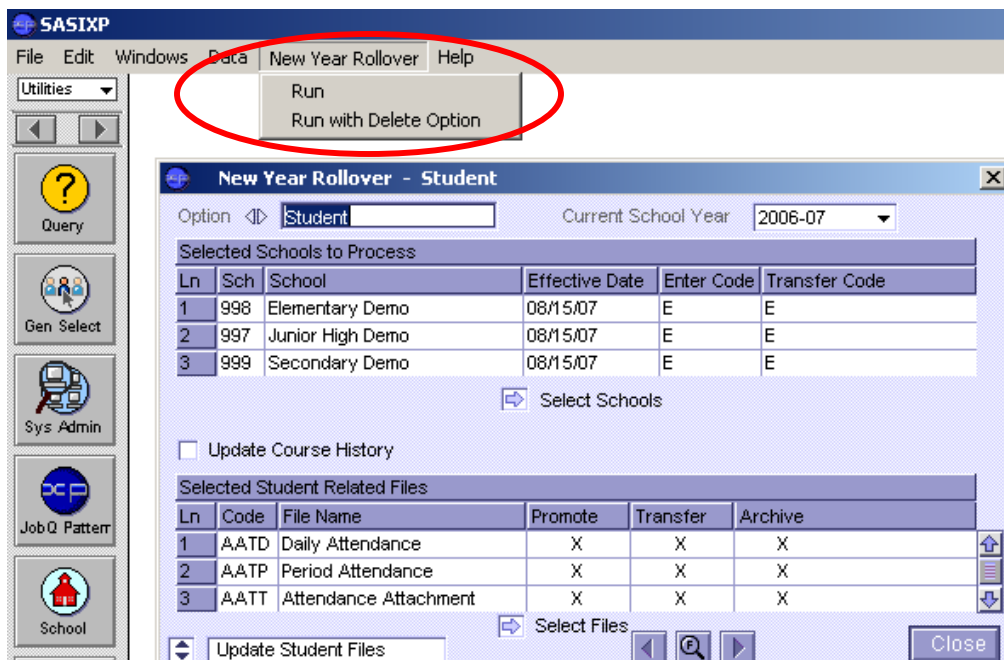
24. Check the NEWYEAR.log file. Note any changes that you need to make — this is an "older" screen shot; however, you can readily see some errors you may get on your log file.

```
Starting Transfer Students and Sub-files process.
Adding school 998 to the New Year Rollover Schools Updated Log (ANYL)
Adding school 997 to the New Year Rollover Schools Updated Log (ANYL)
Adding school 999 to the New Year Rollover Schools Updated Log (ANYL)
Processing School 998, year 2004.
Creating enrollment transactions for school 998
Transferring students from school 998, year 2004 to school 997, year 2005
Transferring students from school 998, year 2004 to school 998, year 2005
Processing sub-file transactions for school 998.
Cannot open sub-file AATP for school 998, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file AATT for school 998, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file ACHN for school 998, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file APRF for school 998, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file ASRD for school 998, year 2004. Hen                    Error: -2004
Cannot open sub-file ASRM for school 998, year 2004. Hen                    Error: -2004
Cannot open sub-file ASTS for school 998, year 2004. Hen                    Error: -2004
Cannot open sub-file CMTP for school 998, year 2004. Hen                    Error: -2004
Cannot open sub-file CSCN for school 998, year 2004. Hen                    Error: -2004
Cannot open sub-file CSTM for school 998, year 2004. Hence it will not be processed. Error: -2004
Processing School 997, year 2004.
Creating enrollment transactions for school 997
Transferring students from school 997, year 2004 to school 997, year 2005
Transferring students from school 997, year 2004 to school 999, year 2005
Processing sub-file transactions for school 997.
Cannot open sub-file AATD for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file AATT for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file ACET for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file ACHN for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file APRF for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file ASRD for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file ASRM for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file ASTS for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file CMTP for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file CSCN for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file CSTM for school 997, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file USCC for school 997, year 2004. Hence it will not be processed. Error: -2004
Processing School 999, year 2004.
Creating enrollment transactions for school 999
Transferring students from school 999, year 2004 to school 998, year 2005
Transferring students from school 999, year 2004 to school 999, year 2005
Processing sub-file transactions for school 999.
Cannot open sub-file AATD for school 999, year 2004. Hence it will not be processed. Error: -2004
Cannot open sub-file AATT for school 999, year 2004. Hence it will not be processed. Error: -2004
```

Transferred students according to NxtGrd & NxtSch assignments.

Error -2004 since files selected did not exist in the current year (Not critical)

25. Fix any errors and repeat Steps 23 – 24 until you make all corrections.

26. Continue with Steps 22 through 25 until you process all Student option set(s).

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27. After completing all option sets, login to the new year for each school including the Archive School and run Update All Next IDs.
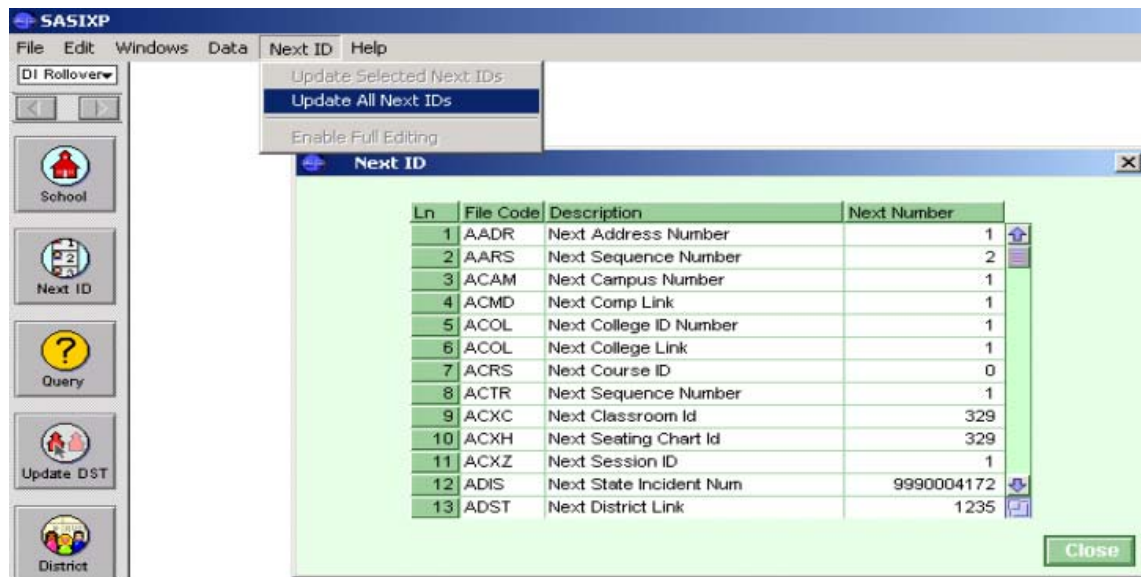
28. While you are logged in to the next year for each school:
   a. In the School atom, Term Duration tab, enter the term information for the next year; for example:
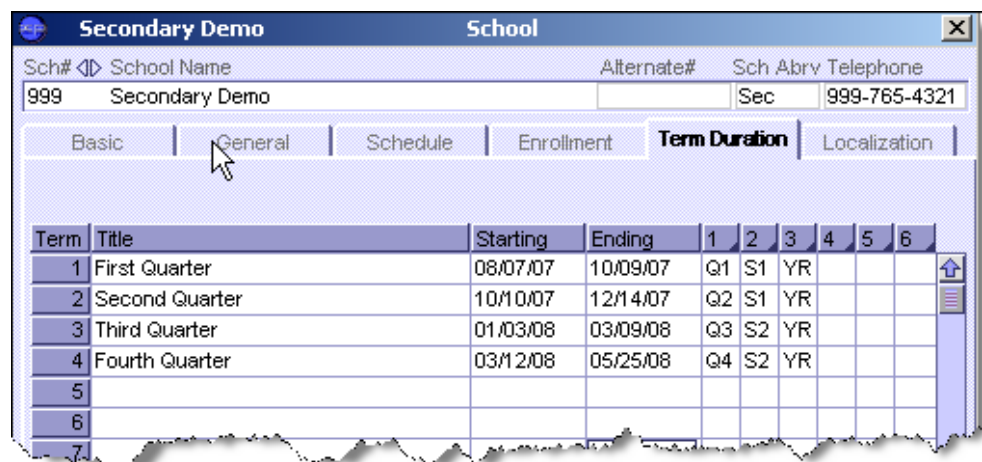
   b. In the Attendance Setup atom, enter the begin* and end* dates for the new school year. Set up the new calendar by indicating holidays, workdays, and other days. (*Remember to "pad" the beginning date 5-10 days to accommodate the teacher work days at the beginning of school. Pad the ending date to cover such occurrences as inclement weather, disasters, etc. so that you can edit your calendar if necessary. The SASI calendar always runs an entire week, from Monday through Friday.)

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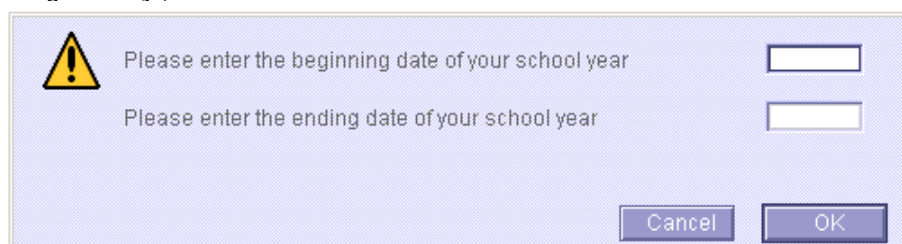
c. Make any desired changes to other files before you make them available to your schools (i.e. course/activity codes). You will want to verify any course code/activity code changes each year by reviewing the SOUTH CAROLINA DEPARTMENT OF EDUCATION ACTIVITY CODING SYSTEM for SASI ™ and other technical documents concerning similar updated information at this site: http://www.ed.sc.gov/agency/offices/tech/dts by selecting Data Collection Resources link on the right side bar.

d. Check a few student records for accuracy. Also check Enrollment for updated history.

Acosta, Andrew							Enrollment						✕

Last Name ◀▷		First Name		Middle Name		Gnrtn	Grd	Gen	Student ID
Acosta		Andrew					12	M	990990993190

Ln	Effective	Enter	Leave	Yr	Sch#	Grd	ADA	Moved To	Came Fro
1	09/04/01	E		01	999	09	Y		
2	08/07/02	E		02	999	10	Y		
3	08/06/03	E		03	999	10	Y		
4	08/05/04	E		04	999	11	Y		
5	08/05/05	E		05	999	12	Y		
6	08/07/06	E		06	999	12	Y		

History   No Show   ◀ 🔍 ▶   Close

You should see a current record indicating the student is enrolled for the new year.
In this example, the new year is 2006.

29. Change back to the current year and open the District atom. Check some students that had their NxtSch and NxtGrd fields populated to verify that they are in the correct school or grade for next year.

30. Push (copy/paste or download) next year's school and year qualified files from the district Datafile folder to each school's Datafile folder. There are two (2) methods for getting the new files to the schools.

- Method One: Use Windows Explorer and copy each school's qualified files from the district to the school. This method can only be used if the district files are in DBIV format. You can perform a search for all of the new qualified files for a specific school using the criteria such as ????6999.* This will locate all 2006 files for school 999. Once they are found you can press "Ctrl A" to select them all and then press "Ctrl C" so that you are ready to copy them to the school.

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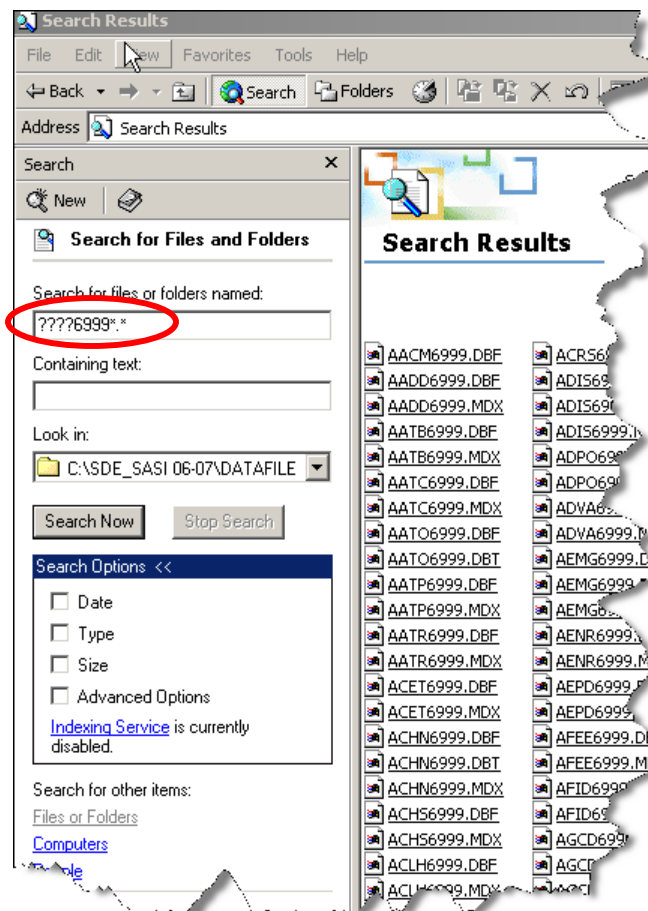
Then navigate to that specific school's Datafile directory and paste the new files (Ctrl-V).

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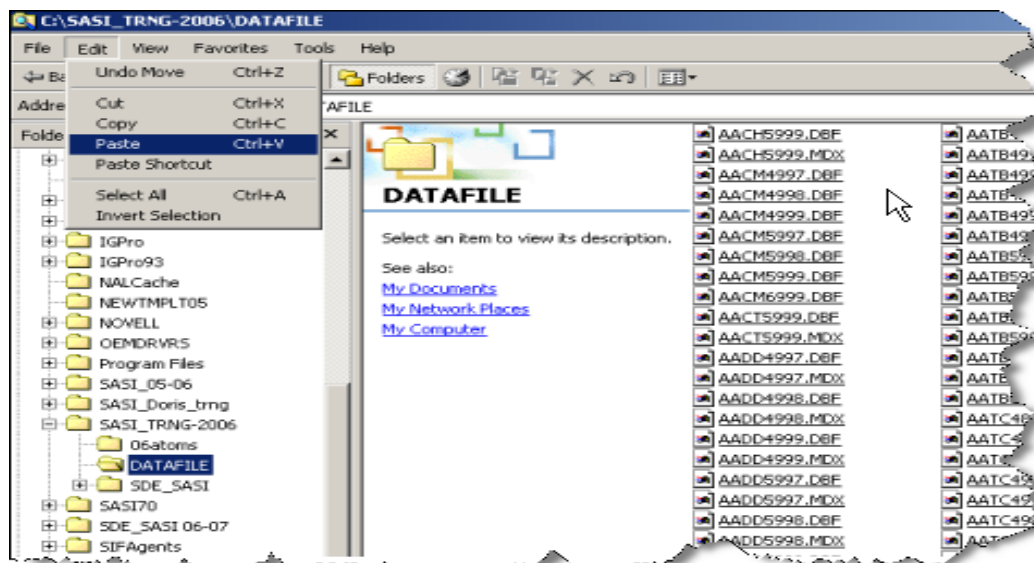
- Method Two: Use the District Control atom to push the qualified files out to each school. Temporarily set the Upload Year to next year so that only the new files will be pushed out to the sites. In the Download List, select all the qualified files that you rolled over, including the files that automatically rolled – AENR, ASAH, ASCF, ASTU and ATBL. Do not select any non-qualified files for this list!

Mark each file as District Owned. You can use a query to set this field in the file that contains the download list: CHANGE AFLD Dist_Owned = "Y".

Start the TaskServer program. The changes you made in the District Control atom will take effect when the TaskServer is started. Make sure school users are logged out before downloading begins. From the Tasks menu, select Download to Remote Sites.

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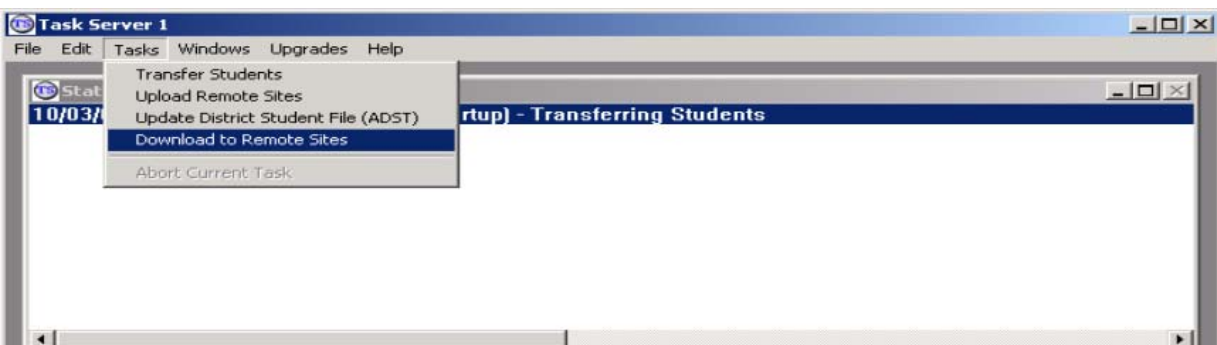
The files you selected in the Download List will be pushed out to each specific school.
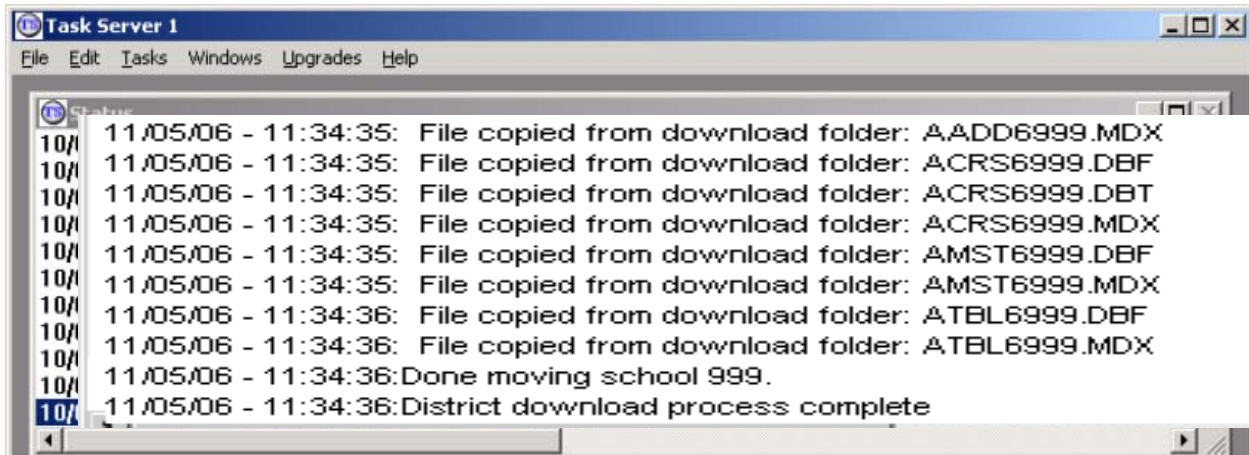
When this completes, stop the TaskServer, then change the District Control atom back to the original settings. Remove the files from the Download List, and set the Upload Year to your original setting.

31. Change TaskServer(s) back to Transfer Student Mode.

32. At each school site, log in to the new year (2007) and enter the Term Duration information on the Term Duration tab of the School atom. You must do this at the school site in addition to the district site (Step 28a) because the ASCH and ATRM files are non-qualified and do not get pushed out to the school sites.

You have now completed Part 1, Processing Steps, New Year Rollover.

IMPORTANT Notes to Reiterate

1. Non-Student files that roll automatically are ASCF and ATBL.
2. Student files that roll automatically are AENR and ASTU (and ASAH if it exists).
3. A Non-Student file that must be a part of the Non-Student Option Set(s) is ALKR.
4. Student files that must be a part of the Student Option Set(s) are ALKA and APRN.
5. DO NOT add the consolidated, alternative, or vocational schools to an Option Set.
6. You must process Option Sets, Part 1, in the following order:
    a. Archive Non-Student
    b. Non-Student
    c. Graduate Student (Strongly recommended in Part 1, or necessary in Part 2)
    d. Archive Student
    e. Student
7. DO NOT run any Non-Student option set after running a Student option set.
8. DO NOT process Graduate Stu (Graduate Student option set) but ONE time. Ensure
9. If students are inactive in the current year, they will be inactive and located in the Archive school for the next school year.
10. Inactive Non-Student records are processed and moved to the new school year; ie, Course, Teacher, etc.
11. If a file does not exist in the current year, and you have selected that file to process in the Option set, you will receive an error message in the NewYear.log. If the school reporting the error does not use the file, ignore the error message.
12. After processing the NYR and starting the course request input in the new school year, do not roll over the files associated with basic and mass scheduling (ASSS, ASMS, ASMT, ASOP, ASSD, ASST, ASSX, ASMA, ASSL, and ASSO) as well as any files associated with Schedule Pro (noted in tables, page 40) or all scheduling work done in the new school year will be replaced.
13. When enrolling a new student in the current school year after doing the new year rollover process, you will have an option to enroll the student into the next school year unless the student is in the highest

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grade in the school. Enter the appropriate Enter Date and Enter Code and click OK. If the student is in the highest grade level of the school or will be attending a different school in the next school year, click Cancel and go into the next school year and cross-year enroll the student.

14. Do not update any existing student records in the new school year. Always make the changes in the current school year.

15. Pearson School Services support staff recommends that you update all NEXT Ids in the Next ID atom in the new year for any schools being processed before doing any additional rollovers.

16. If processing NYR on a Novell Netware Server appears to be extremely time consuming, you may copy the District SASI directory to a stand-alone workstation to speed up the process. Upon completion, move the Datafile directory back to the District Server and proceed with copying/downloading the new year files to the schools.

17. If your NYR process fails, start over at Step 4, District Site – New Year Rollover Processing, Part 1 in this document by deleting all files you may have created: ????#???.* where # = next year. Or if you had a good backup (Page 4 - Important Notes Worth Repeating …), you can restore from your backup and begin the NYR process again.

18. Additional tips and notes are in the *SASI™ District Integration Administrator's Guide*.

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Suggested Files to Process

This is not a complete list of files. This list was compiled from the DI Admin Guide and various other sources. The values in the CreateNew column are the defaults in the License file (ALIC). Each district must decide how to modify its own list.

An "X" in the CreateNew column indicates the new file will be empty (file contains no data) when it is created. A blank in the CreateNew column indicates data rolls over from the current year when the file is created.

General Files

Non-Student Files	Create New		Student Files	Create New
AADD – Discipline Descriptions			AATD – Daily Attendance	X
AATC - Calendar	X		AATP – Period Attendance	X
AATO - Attendance Options (Includes attendance scanner settings)	X		ACLH – Class History	X
AATR – Attendance Reasons			ACLS – Class Schedule	X
ACNR – Conference Description			AEMG – Emergency	
ACRS – Course			AHLN – Home Language	
ADVA – Vaccination Desc			AHLT – Health	
AEPD – Enrollment Process Definition			AIMM – Immunization Vaccines	
ALKR – Lockers (REQUIRED)			ALKA – Locker Assignments (REQUIRED)	
AMST – Master Schedule			AMED – Medical	
ANYC – New Year Rollover Options			APRN – Parent/Guardian	
ANYR – New Year Rollover			ASCR – Medical Screening Info	
ASGR – Student Groups	X		APRN – Parent/Guardian	
ATCH – Teacher			ASCR – Medical Screening Info	

Grading Files

Non-Student Files	Create New		Student Files	Create New
AGCD – Grading Control Def			ACET – College Entrance	
AGCL- Grading Control			ACHN - Course History Narrative	
AGCM – Grade Comments			ACHS – Course History	
AGCR – Credit Definition File			AGED – Eligibility Definition	
AGDF – Grade Reporting Definition			AGHD – Honor Roll Definition	
AGMK – Mark Definition			AGRA – Grade Rpt Additional Attend	X
AGPA - GPA Definition			AGRD – Grade Reporting	X
AGPB - GPA Definition Detail			AGRH – Grade Reporting History	X
AGPL – GPA Definition Detail			AGRL - Grade Reporting Detail	X
AGRP – Grade Reporting Periods			APRG – Progress Reporting	X
AREQ – Graduation Requirements				
ARTD – Repeat Tag Definition				
ATDF – Transcript Definition				

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Mass Scheduling Files

Non-Student Files	Create New		Student Files	Create New
ASMA – Scheduling Mass Assign			ASMT - Seat Totals	X
ASMS – Scheduling Master Schedule			ASSS – Student Course Requests	X
ASOP – Scheduling Options				
ASSD – Scheduling Control Definition				
ASSL – Scheduling Control				
ASSO – Course Request Options				

Schedule Pro Files

Non-Student Files	Create New		Student Files	Create New
AARS – Section Restr/Alloc			ATSS – Teacher Student Subject	X
ACLR – Course Link Relation				
ACRA – Course Room Allocation				
ACTA - Course Teacher Allocation				
ACTR – Course Restriction & Allocation				
ADUR – Duration Starting Term				
AGSS – Global Scheduling Specs				
AGTR – Global Time Restrict / Allocation				
AMSP – Meeting Starting Periods				
ARLD – Rules List Definition				
ARLL – Rules List Detail				
AROD – Scheduler Report Option				
AROM – Room File				
ARSD – Scheduler Report Set				
ARSL – Scheduler Report Set List				
ARTR – Room Restrictions & Allocations				
ASCS – Student Scheduling Status				
ASIM - Simulation Options				
ASLR – Section Load Restriction				
ATCD – Teacher Course Definition				
ATTR – Teacher Restr/Alloc				

CLASSxp Files

Non-Student Files	Create New		Student Files	Create New
ACPR – Attendance Preferences	X			
ACXA – Seat Assignment	X			
ACXC – Classroom Header	X			
ACXH – Seating Chart Header	X			
ACXP – Classroom Period Rotation	X			
ACXS – Classroom Section	X			
ANOT – Notes	X			

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Test History Files

Non-Student Files	Create New		Student Files	Create New
ATED - Test Definitions			ACMP – Competency Test Scoring	
ATEP – Test Part Definitions			APRF - Proficiency Test Scoring	
ATSD – Test Score Types Definition			ASTA - Standardized Test Admin	X
			ASTC – Standardized Test Controls	X
			ASTD – Standardized Test Definitions	X
			ASTO – Standardized Test Options	X
			ASTS – Standardized Test Scoring	X
			ATES - -Test History Scoring	
			ATPA – Test Part Scores	

South Carolina Files

If the following files DO NOT appear in the ALIC file, reference Step 13, page 18 in this document.

Non-Student Files	Create New		Student Files	Create New
SSCH – State School Info Supp			SSCA – Current EFA/EIA	X
SSCI – State EFA / Grade Compatibility			SSCB – EFA History	X
SSCJ – State EIA / Grade Compatibility			SSCC – EIA History	X
SSCK – State EIA/EIA Compatibility			SSCE – Precode Entries	X
SSCL – State EIA Classification			USCA – Additional Stu Info	
SSCM – Precode Mapping			USCC – Curriculum & Standards	
SSCN – Precode Definition			USCE – Early Childhood	
SSCO – Precode Table Values			USCF – Student Supplemental	
			USCO – Career & Technology Educ	
			USCT – Student Transportation	
			USCW – School-to-Work	

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Optional Files

Non-Student Files	Create New		Student Files	Create New
AACM – Attendance Comments			AACH – Student Activities History	
AACS – Attendance Calendar Suppl.	X		AACT – Student Activities	X
AADR – Name and Address			ACNF – Conference	
AARQ – Activity Requirements			ADIS – Discipline Incidents	
AATB – Attendance Bell Schedules			ADPO – Discipline Disposition	
ACMD – Competency Test Definitions			AELA – English Language Acquisition	
ACOL – College			AELD - English Language Development	
AFID – Fee Definitions			AELH – District Language Acquisition History	
ALSE - Student Data Entry Definition			AELP – District Language Acquisition ELPA	
ALSL – Student Data Entry Def Line			AELT – English Language Development Test	
APCD - Progress Control Definition			AFEE – Fees	
APCL – Progress Control Detail			AGAT – GATE	X
APGD – Service Program Definitions			APGM – Student Service Programs	
APGL – Service Program Levels			APLC – Placement Codes	
APLM – Placement Code Definition			ASAD – Student Additional Info	
APMT – Payments			ASBT – Substitute Teacher	X
APRD – Proficiency Test Definitions			ASPE – Special Education	
AROT – Period Rotations & Scheduling			ATCL – Teacher Leave	X
ASHA – Attendance Scan Sheet File	X		ATLR – Teacher Leave Reasons	X
ASHG – Grading Scan Sheet File	X		ATLV – Teacher Leave Definitions	X
ASHP – Progress Scan Sheet File	X		AVOC – Vocational Education	
ASHV – Verification Scan Sheet File	X			
ASRD - Student Recognition Detail				
ASRM – Student Recognition Master				
ASTF – Staff				
ATLL – Transmission Local Log				

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Notes for the South Carolina SASI New Year Rollover Process:
Rolls In Between

Overview

Consider that "Rolls In Between" occur after your initial process and before your final rollover.

You may need to update student demographics after you have processed the initial roll of data to the new year but before the end of the school year. Review Student Related Rollover (Subsequent Iterations) in the *SASI™ District Integration Administrator's Guide*. You should be able at access this manual through your HELP command, online documentation in your SASI folder.

Objectives for Processing NYR Subsequent Times

- Update student demographics since the last rollover; ie, phone numbers, addresses, parent-guardian information.
- Add any new students into next year that were not automatically enrolled in next year during the enrollment process.

Note: You will update any files for which data items for students have changed. Remember, these files must be included in the Student option set(s). You may want to create an option set specifically for updating student data (StudentUP_InBet) rather than using your initial student option set (Student_Part1) – to avoid overwriting any files (such as those used in the scheduling process) that you will not want to change.

Enrolling a New Student

After performing NYR, Part 1, students that you enroll in the current year need to be added to next year's data files for scheduling purposes. If the student will remain at the same school for the next year (and next grade), and the answer is YES to the question that arises during the enrollment process, "Do you want to non-concurrently enroll the student in the next year also?," then you will enter the beginning day for next year and an Enter Code "E." The student's records will be added to next year's data file. DO NOT make any changes to the student's future year's data until the overnight process has completed.

If the student is in the highest grade in the school or will transfer to a different school for the next grade in the new year, you will NOT add an Enter Date or Enter Code, and the student's records will NOT be added to the new year's files data files. Instead you will populate NextGrade and NextSchool fields in the Student atom for that

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student. When you process NYR Student Option Sets for a subsequent iteration (to update student demographic data, etc.), this student's data will be added to the next year's school for the appropriate grade.

Retaining a Student

If you are doing the 1st iteration of NYR, set the NxtGrd field (Student atom, Page 2) to the grade the student will be in next year. If the student will be in the same school next year, the NxtSch field can remain blank. When NYR is run, the student will be in the retained grade at the same school in next year's data files.

If you have already run the first iteration of NYR and promoted the student to the next grade, go into next year's data and edit the student's grade. If the student was promoted to another school, log into the original school and NO SHOW the student. Then log into the correct school and Transfer the student, changing the grade in the process. Then schedule the student's classes for next year.

Note: The Retain box of the Student atom, Page 3 has no connection to NYR. It is simply a way to indicate that a student was retained in a prior year.

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If the student's data were sent to the incorrect school for any reason (retention, data entry error, wrong school, etc.), you will need to send an e-mail message or to call all schools involved so that the incorrect school will NO SHOW the student and the new/correct school can enroll the child for the new year. THIS WILL PREVENT YOUR CREATING DUPLICATE STUDENTS. You will realize the need to keep communication lines open between the current and previous school(s) attended by the student for data verification and validation of many data items in addition to enrollment information.

For seniors who will not graduate, you will log into the high school for which the senior should be enrolled. Then open the Enrollment atom, data, add, find the student (whose data will be in the archive school), highlight his/her name and transfer the student back in the appropriate school with the appropriate enter date and enter code. Then in the current year, Student atom, Page 2, delete the date in the Grad Date field.

Cross-Year Enrollment

Cross-Year Enrollment allows you to transfer a student from a previous year. To add students:
1. Open the Enrollment atom.
2. From the Data pull-down menu, select Add Student.
3. Select the year from the Transfer from Year drop-down.
4. Select Find.
    a. When you select Find, a list of students available for transfer from the selected year displays.
    b. Eligible students for transfer display as normal text in the Student list. Students who are not eligible for transfer are dimmed.
    c. If there are no files for the specified year, a warning message displays, and you need to select another year.
5. Select the student to transfer, and click Transfer.
6. After the student transfers, the student record displays.
7. If necessary, edit the student record.
8. Click Save.
9. Repeat these procedures to add all cross-year enrollment records.
10. After entering all cross-year records, click Close.

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Notes for the South Carolina SASI New Year Rollover Process: Part 2

Overview

During the New Year Rollover, Part 2 process, you will use the NYR atom at the end of the school year. As stated previously in Part 1, you may perform subsequent proceses after the final day of the school year.

Objectives for Processing Final NYR Option Sets

- Update student demographics.
- Graduate seniors.
- Update ACHS (Course History) for the new year from the current year.

Important Notes to Remember

- Before working in your district or school files, ensure that you have a current backup of the SASI Datafile directory/folder.
- Read this entire document before starting the process.
- Perform the steps in consecutive order to achieve a successful rollover.

Special Tips for Subsequent Rollovers (NYR Atom)

1. At each school site, make a backup of current year and next year files--always.
2. Note that for any student records rolled in a prior rollover process, NxtSch and NxtGrd fields are not applicable. Instead subsequent rollovers look at the ADST (District) file to determine if the student is in the new year. If nothing is in the ADST file for a student, then the system will check the ASTU file or the School atom to determine where to place the student in the new year.
3. DO NOT process the Non-Student (NonStu) option set.

School Site (Prior to NYR, Current Year): Preparation Steps

1. Have each school complete its Grading data for the end of the year report cards for students.

2. Ensure the checkbox for Update Current History in the Grading Setup atom is selected. If you run the Update Course History Atom more than once and this box is checked, you will not have duplicate records for your students.

To locate this checkbox: Grade Reporting Folder → Grading Setup Folder → Grading Setup atom → History Tab

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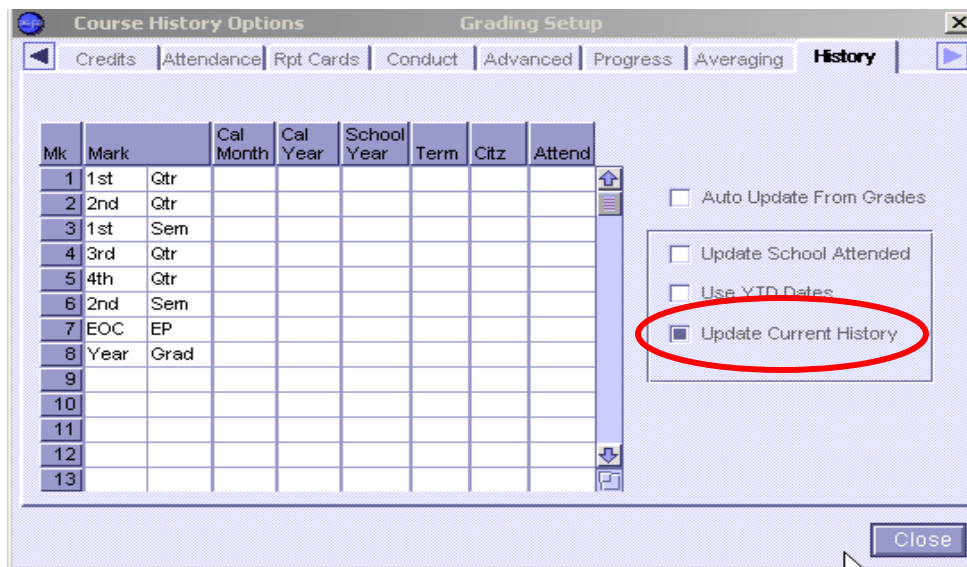
3. Run the Update Course History atom to move all grades from the grading file to the Course History file. This ensures the Course History files in the current year will have all marks to date for the students.
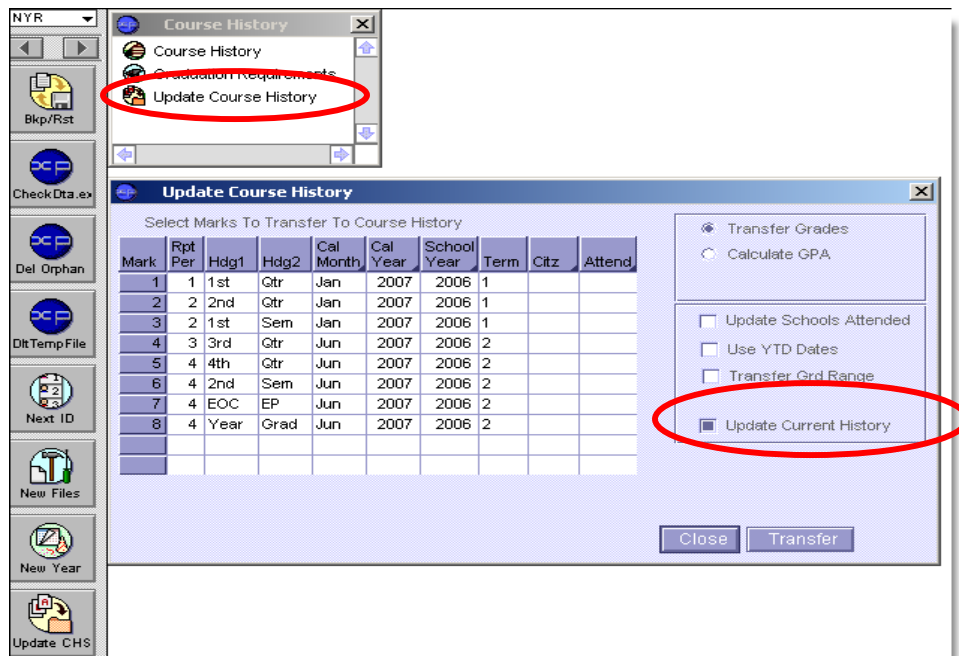
4. Define your student option sets for NYR, Part 2:
   a. Graduate Stu – if you did not process this option set in Part 1, you must run it in Part 2 to move graduates to the Archive school. When you run this option set, SASI populates the graduation date field in the Student atom and adds the students to the Archive school with a "-" (hyphen) in the status field. Ensure that you include the correct graduation date for your high school (s) when setting up the Graduate Stu option set(s).
   b. Stu Demographics Only -- select no scheduling files, but include any and all student files your selected schools will want to update, such as emergency, immunization, parent-guardian, medical, test history or any SC files. Though this is an optional step, creating different option sets may ensure a higher degree of accuracy in the coming as you roll your data each year.
   c. Course History Only – add/verify that you have included the ACHN and ACHS files to roll as they are (blank).

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District Site – New Year Rollover Processing, Part 2: Processing Steps

1. Be sure that you have a successful upload from the night before. If you have any errors on the TaskServer screen, you need to correct errors and then manually re-upload any school's files that did not upload correctly.
2. Take your TaskServer(s) out of Transfer Student Mode.
3. Log into each school (mirror files at the district instance of SASI) and Update NEXT Ids for current year and next year (see Step 1, page 27).
4. Log into the Archive School, current year.
5. Run Graduate Stu option set if not run in Part 1. (DTS recommends running this option set in Part 1) After running this process you must copy all ASTU#xxx.* files back to each school's Datafile directory before updating your school data to district mirror files overnight. (# indicates the next year, xxx indicates the school number)
6. Process the Student option set(s) – Stu Demographics Only for Part 2.
7. Remember: Before you process your "Course History Only" student option set, you MUST have run the Update Course History Atom ONCE at each school. **See Note below.
8. Process the "Course History Only" option set.
9. Update all next IDs at the district mirror files for all schools for the current year and next year.
10. Be sure each school site has a backup of its next year files, in case there are problems with this rollover. Copy/paste all ????#???.* files that you included in your Part 2 option sets from the district Datafile folder to the appropriate school Datafile folder; for example, APRN7xxx to each school where xxx is the school number.
    Other files to copy include AENR, ASCF, ASTU, and ASAH for the current year. Or you may choose to use the District Control atom, Upload/Download tab.

Note: If you have not populated the checkbox for Update Current History in the Grading Setup atom and run the Update Course History Atom more than once, you will duplicate student grades/course information in your Course History atom. Refer to the latest edition of Pearson School Services *SASI™ Grade Reporting Training Guide* for instructions on configuring **and using Grading.

You have now completed the New Year Rollover Process, Part 2.

Getting Ready for the New School Year or Other Necessary Steps to Complete

1. At the district site — Dist Apps, District Setup, District Control Atom, Upload/Download tab —, change Dist Year to next year **after** the current year is completed. Then recreate the District file after a clean upload from all sites.
2. At the district and school sites — School Atom -> Basic tab — change the Active Year field to next year. Otherwise, the screen color scheme will not accurately reflect the school year: pink-past, blue-current, green-next year.
3. At the district and school sites — School Atom -> Term Duration tab — change the term dates for the new school year.
4. At the district and school sites — change the default year for all users. You can Mass Change the field with this query: CHANGE AUSR Year = '2007', when your next year will be 2007; 2008 when your next year will be 2008, etc.
5. Verify your changes by checking a few records.
6. Put TaskServer(s) back in transfer mode.

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Final Notes to Remember

- Reference the *SASI™ District Integration Administrator's Guide* provided through Pearson School Services. This DI Admin Guide contains instructions that are not included in these notes.

- If your system is NOT a part of District Integration, refer to *the SAS™I New Year Rollover Local Processing User's Guide*, Pearson School Services. You can download all SASI documents from the http://customerlink.pearson.com/ web site.

NOTES

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Addendum to SC Notes for the SASI New Year Rollover Process

SIF and SLA Rollover Wizards: What do we do?

How do the SIF and SLA Rollover Wizards relate to SASI NYR? When do you use these wizards? You will need to review the following items when preparing to rollover your SIF files for the new year:

- In the *SIF Agent for SASI™ User Guide*, page 63, Edustructures references their <u>New Year Rollover Wizard</u> as follows (web site address where posted):

  > The New Year Rollover reconciles student identifiers in the new school year with identifiers stored in the Object ID Database, reports SIF Events by comparing new school year data to the previous year's, and cleans out the AEVT Event Transaction Log so that changes made to the database during the NYR procedure are not propagated to the SIF infrastructure.

- The Edustructures support team suggests that when you are preparing to run each SIF rollover for each site, be sure the Monitoring variables in your <u>SASI.ini</u> file are set to False. When you are finished with each rollover <u>set them back in the following manner</u>:

  > [Monitoring]
  > UseMonitoring=True;
  > UseEnrMonitoring=True;
  > UseAttendMonitoring=False;

Always reference the most current documentation posted at DTS Extranet or the District Technology Services (DTS) web pages (http://ed.sc.gov/agency/offices/tech/dts/TechDocs.html) for any updates involving the SUNS New Year Rollover Wizard process. You can also contact DTS technical support at 803-734-7000 or dtsqueue@sde.state.sc.us with questions you may have.

General Sequence of Events for End of Year Activities

1. QDC 4 SWEET upload -- The queries close between the middle to end of June each year based on two weeks following the final school date for the district that closes last in the state.
2. SASI Final NYR: Prior to beginning your final rollover of SASI data, shut down the SASI SIF Agent and set the service to manual.
3. Complete any SASI upgrades* necessary to comply with PSS/SDE contractual agreements; that is, SDE maintenance and support contracts for older versions <u>expire</u> 12 months after newer/current version is made available. Current version is required for continued maintenance/support through Pearson. When you have completed upgrading to the latest SASI version, follow these steps:
   a. Log in to SASI for each school.
   b. Open File Def Pro.
   c. Click menu option File Maintenance.
   d. Click Create ADF Files (ADF1-ADF4 will be updated for database changes; e.g. StateID).
4. Yearly Changes for the SC State Template:
   a. Shutdown the SASI SIF Agent down and set service to manual.
   b. Follow instructions to install the Template Update Utility (TUU, version *x*).
5. Update to the latest SASI SIF Agent Upgrade available.
6. Complete SASI SIF Agent Rollover:
   a. End of Year Rollover
   b. Beginning of Year Rollover
7. Update to the Student Locator Agent: Complete SLA Rollover.

*Contact DTS prior to updating to a particular SASI version if you have any DOUBTS.

Graphic to Illustrate New Year Rollover: District Integration Deployment

DISTRICT OFFICE

- Rollover is performed on the mirror files at the District Server
- School files must be uploaded without errors
- Duplicate Students and Duplicate Ids should be resolved prior to the rollover
- Once the rollover is completed the new files are downloaded to the schools

Task Server Monitors up to 10 Schools each. The Task Server can be a workstation or Server.

Task Server

SASIxp District Server

SASIxp Task Server

District Workstations

District Workstations

Upload qualified files prior to rollover

Download new qualified files to the schools after the rollover

SASIxp School Server

School Work Stations

Elem. School

School Sites

Middle School

High School